



CSR/TIMEKEEPER TRAINING

Newport News, VA

Sharon Hughes
Nancy Hood
March 9 - 11, 2004

Your Financial Partner @ Work

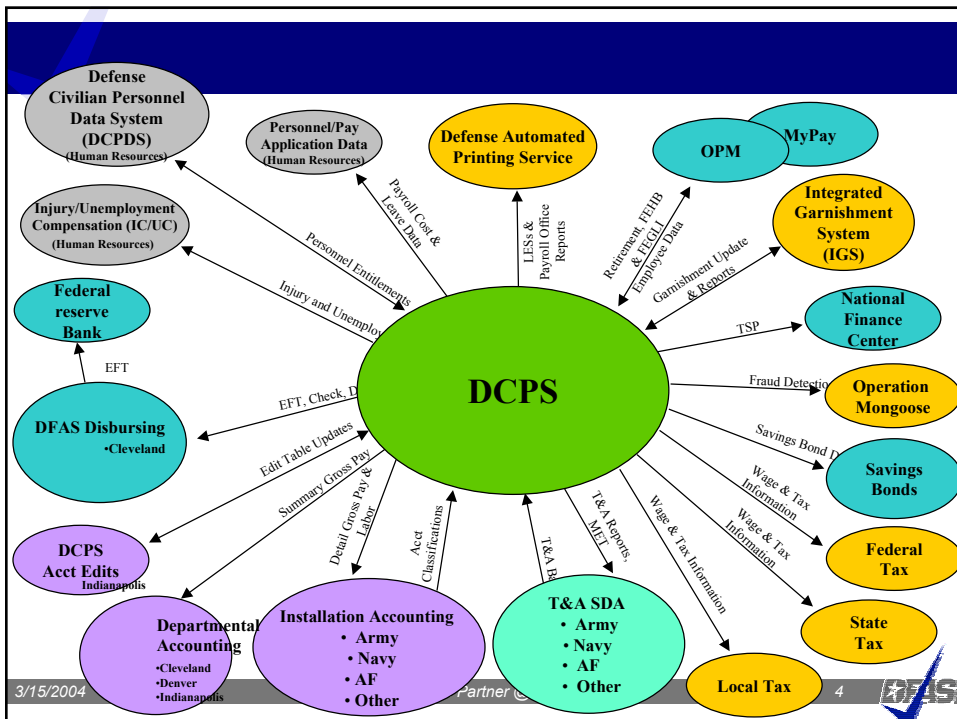
Topics

- DCPS Overview
- DCPS WEB Site
- DCPS User Security Access Form
- DCPS New User's Guide
- DCPS New Activities




More Topics

- Remedy Update
- Imaging Update
- Release 03-04
- View Access Debt Module
- T&A Reporting - Problem Areas
- Report Training



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https://dfas4dod.dfas.mil/systems/dcps/


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NOTICE: PKI certificates required by April 1, 2004. [More Info...](#)

Defense Civilian Pay System

Presented by the Defense Finance and Accounting Service

DCPS Broadcast Messages


[Enter Payroll Office Web Site](#)

[Enter CSR, HRO, T&A Web Site](#)

These sites contain an extensive list of documents, published documentation, forms, and information related to DCPS. Most of the information is contained in PDF files. You will need to have Adobe Acrobat Reader v3.01 (or greater) installed on your PC to read these PDF files. Adobe Reader is freeware. If you need the Reader software contact your local LAN Support personnel to have the software installed. [Get Acrobat Reader](#)


About DCPS

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Last Updated: July 01, 2003 at 16:40


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 **DCPS W-2 Information.**
*DCPS W-2s are available on myPay for all employees.
DCPS W-2s have been printed and were mailed Jan 2, 2004.
DCPS W-2 reissue will be available to the Payroll Offices Jan 24, 2004.
Employees are encouraged to view/print their W-2 on myPay.*

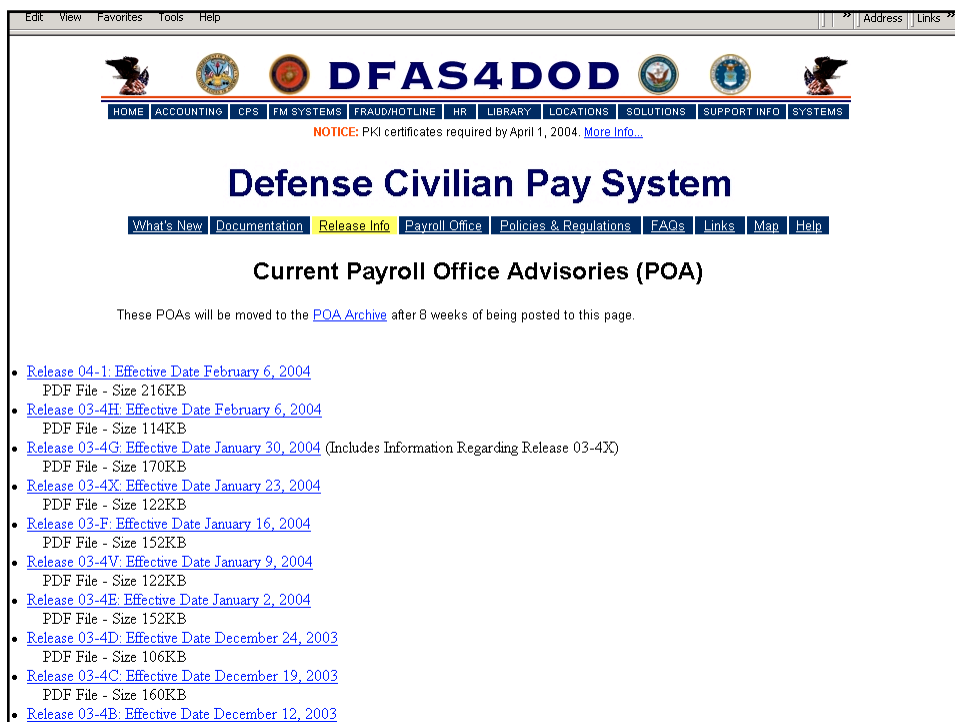
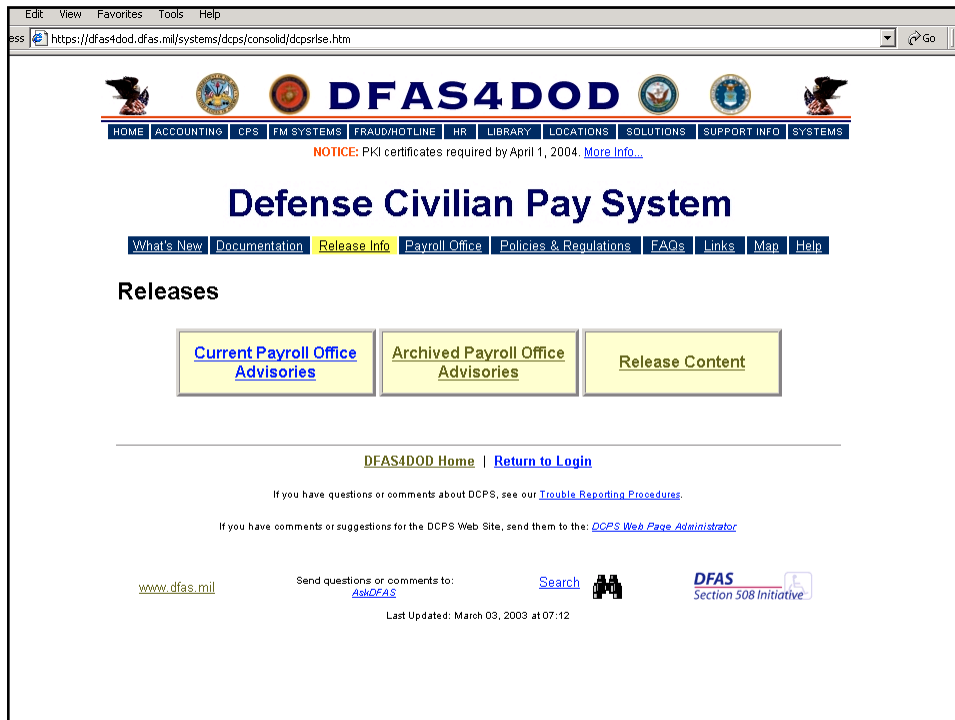
[Security Awareness Training](#) (PDF 67KB)
[DCPS User Security Access Questionnaire](#) (Word 45KB) Please use this form to obtain DCPS access. This includes add, change or delete requests.

[Aggregate Limits Information](#) (PDF 67KB)
[Collection of Non-Salary Civilian Employee Debt](#) (PDF 104KB)

[Guidance on Policy pertaining to Operation Iraqi Freedom \(FAQs\) as of 4/14/2003](#) (PDF 89KB)
[Emergency T&A Procedures Under ThreatCon Delta](#) (PDF 55KB)
[Post-Disaster Payroll Guidance](#)







New Postings

Friday February 20, 2004
● Posted the quarterly [Q4-1 Payroll Office Advisory](#) in the Current Payroll Advisories section of the Release Info Page.
(Posted: Feb 20, 2004 - PDF 140KB)



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Civilian Pay Schedules

- [Calendar for year 2004](#) (Word File - Size 60KB)
- [Calendar for year 2003](#) (MS Excel File - Size 62KB)

Payroll Office Information

[Denver Payroll Office](#) [Pensacola Payroll Office](#) [Charleston Payroll Office](#)


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955  <https://dfas4dod.dfas.mil/systems/dcps/consolid/charlstrn/charpro.htm> Go

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Charleston Payroll Office

- [Charleston Point of Contact Information](#) - Password Required

The Point-of-Contact lists are available for CSR access. CSRs may contact their Payroll Office for access information.

- [Charleston Processing Schedules](#)
- [2003 Civilian Payroll Training for Navy Customers](#)
(PDF File - Size 105KB Date: 01/24/03)
- [DFAS Charleston Payroll Office FY02 Year-end Processing Memo](#)
(PDF File - Size 71KB Date: 09/05/02)
- [Imaging Notification Document](#) (MS Word File - Size 21KB Date: 08/19/02)
- [2002 Civilian Payroll Conference for European Theatre Customers](#)
(PDF File - Size 103KB Date: 07/22/02)

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https://dfas4dod.dfas.mil/systems/dcps/consolid/dcpspol.htm


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Policies and Regulations

Pay Administration	Time and Attendance	Leave
Deductions	Overseas Allowances	Claims/Debt/Underpays
Files/Records/Reports	Special Actions	Miscellaneous


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Frequently Asked Questions

Civilian Pay Newsletter	Trouble Reporting Procedures	Security Information
Emergency T&A Procedures Under ThreatCon Delta	Policy Pertaining To Operation Iraqi Freedom As Of 4/14/2003	CSR Topics
Remedy Tips	Leave and Earnings Statements (LES)	About DCPS
Procedure For Printing To A File (PDF File - Size 7kb)	TSP Information	OASDI & Medicare
SWA Installation Instructions	CSR Menu Chart	T&A Menu Chart
D2D Transfer Schedule		

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https://dfas4dod.dfas.mil/systems/dcps/consolid/dcpslink.htm


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Last Updated: March 03, 2003 at 07:12

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[DCPS Documentation](#)


[Forms](#)

[DCPS Computer Based Training \(CBT\) Downloads](#)

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Last Updated: June 19, 2003 at 12:23

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Forms







The forms provided on this page are in MS Word and Adobe PDF format. The forms can be downloaded to your PC. The MS Word documents are in (*.DOC) or template (*.DOT) format. If Word does not automatically start running when you select a form, there are two things you can do. You can save the file to your hard drive and then open the file up in MS Word or you can configure your Web Browser to recognize a *.DOC/*.DOT file. If you need help configuring your browser, contact your local LAN Support Team. Please contact FPE.CUSTOMER.CONTACT.CENTER@DFAS.MIL for accessibility assistance or questions.

Payroll Office Forms

- [Standard Forms in use by the Payroll Offices](#)
- [Charleston Payroll Office Forms](#)
- [Denver Payroll Office Forms](#)
- Pensacola Payroll Office Forms
(There are no forms available at this time.)

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FORMS

- [Imaging Fax Cover](#) (MS Word File - Size 20KB)
- [DCPS Labor Organization Information Change](#) (MS Word File - Size 52KB)
- [DCPS Table Update Request](#) (MS Word File - Size 24KB)
- [DCPS Site Survey Form](#) (MS Word File - Size 24KB)
- [DCPS Terminal/PC Information Sheet](#) (MS Word File - Size 27KB)
- [Printer Information Sheet](#) (MS Word File - Size 27KB)
- [DCPS SDA Survey Sheet](#) (MS Word File - Size 27KB)
- [DCPS User Security Access Questionnaire](#) (MS Word File - Size 46KB)
- [Remedy Client Information](#) (MS Word File - Size 25KB)

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CSR Users Manual

- Description:** Provides Customer Service Representative personnel with the information necessary to use the system effectively. Please contact POC: DFAS Customer Contact Center, (850) 453-4141 x1310, FPE.CUSTOMER.CONTACT.CENTER@DFAS.MIL for accessibility assistance or questions.

View 03-4 Manual (PDF File - Size 8.04MB)	Download 03-4 Manual (File Size - 7.07MB)
--	--

For more information and instructions on downloading DCPS Documentation, read our [Instructions for Downloading](#).


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 Section 508 Initiative

Last Updated: February 19, 2004 @ 15:53

DCPS Security

- **User Access Questionnaire Requirements**
 - <https://dfas4dod.dfas.mil/systems/dcps/consolid/forms/secAccess.doc>
- **Security CBT**
 - <https://dfas4dod.dfas.mil/systems/dcps/consolid/cbt/cbttoc.htm>
- **Help for New User's**
 - <https://dfas4dod.dfas.mil/systems/dcps/consolid/dcpsdocs.htm>



```

DDDDDD    CCCCC    PPPPPP    SSSS
DD  DD  CCC  CC  PP  PP  SS  SS
DD  DD  CC   PP  PP  SSS
DD  DD  CC   PPPPPP    SSSS
DD  DD  CC   PP      SS
DD  DD  CC  CC  PP      SS  SS
DDDDDD    CCCCC    PP      SSSS

```

THIS IS A DEPARTMENT OF DEFENSE COMPUTER SYSTEM AND IS PROVIDED ONLY FOR AUTHORIZED GOVERNMENT USE. THIS SYSTEM MAY BE MONITORED FOR ALL LAWFUL PURPOSES, INCLUDING THAT THIS USE IS AUTHORIZED. USE OF THIS SYSTEM, AUTHORIZED OR UNAUTHORIZED, CONSTITUTES CONSENT TO MONITORING, UNAUTHORIZED USE MAY SUBJECT YOU TO CRIMINAL PROSECUTION.

ENTER USERID: ZL0UCSR
 PASSWORD:
 NEW PASSWORD:
 (OPTIONAL)

OR PRESS CLEAR TO EXIT

PASSWORD EXPIRED - REENTER USER ID, OLD PASSWORD AND NEW PASSWORD

V00.10 19:59:39 DCPS MAIN MENU - CUSTOMER SERVICE REPRESENTATIVE

1. EMPLOYEE DATA MENU
2. LEAVE MENU
3. ON-LINE INQUIRIES MENU
4. TABLES MAINTENANCE MENU
5. VIEW BROADCAST MESSAGES
6. CSR REPORTS MENU
7. T&A MENU
8. IN LIEU OF LEAVE AND EARNINGS STATEMENT

ENTER OPTION # OR <PF24> TO LOGOFF:

V03.30	EMPLOYING ACTIVITY OFFICE ADDRESS	
ACTIVITY	04523A	
ACTION CODE	V	
NAME	PUGET SOUND NAVAL SHIPYARD	
ADDRESS	CODE 610.12	
	1400 FARRAGUT AVENUE	
5001	CITY, STATE, ZIP CODE	BREMERTON WA 98314

V02.10	EMPLOYING ACTIVITY		
ACTIVITY	04523A		
ACTION CODE	V		
AGENCY CODE	NV	MAJOR CLAIMANT CODE	24
BLANKET LEAVE ADVANCE IDC	2	T & A INPUT FREQUENCY	D
SHORE LEAVE ELIGIBILITY IDC	N	CREDIT HOUR CARRYOVER LIMIT	0
SDA ACTIVITY	68688	LABOR IDC	Y
CERTIFICATION IDC			

V02.10		ACCOUNTING CLASSIFICATION	
EMPLOYING ACTIVITY	04523A		
DATE EFFECTIVE	10 01 03		
DEPARTMENTAL REPORTER	DFASCL		
ACCOUNTING ACTIVITY	068688		
DEPARTMENT CODE	17	TRANSFER DEPARTMENT	FISCAL YEAR 4
BASIC SYMBOL	1804	LIMITATION/SUBHEAD 70BA	
FUND CODE		ASN/OBAN/BCN 4523A0	PROGRAM YEAR
OAC		MFP/BPAC/PROJ CD	PEC
RC/CC		ESP	EEIC SHRED
ASSIGNED: JOB ORDER		COST CENTER	PERF CODE

V02.10		ACCOUNTING CLASSIFICATION	
EMPLOYING ACTIVITY	04523A		
DATE EFFECTIVE	10 01 03		
DEPARTMENTAL REPORTER	DFASCL		
ACCOUNTING ACTIVITY	068688		
DEPARTMENT CODE	17	TRANSFER DEPARTMENT	FISCAL YEAR 4
BASIC SYMBOL	1804	LIMITATION/SUBHEAD 70AA	
FUND CODE		ASN/OBAN/BCN 4523A0	PROGRAM YEAR
OAC		MFP/BPAC/PROJ CD	PEC
RC/CC		ESP	EEIC SHRED
ASSIGNED: JOB ORDER		COST CENTER	PERF CODE
1049 UNABLE TO MATCH ELEMENTS FOR VALIDATION			

All accounting lines will have to be added to the CMET table and the DCPS Validation table.
June Merritt is the POC

T & A SITE IDENTIFICATION

T&A SITE ID	
SITE ACT	04523A
SITE IDC	00
T&A GROUP	0900
PRINTER ID	P23151A3
REMOTE PRINT CAPABLE	H
TIME SHEET CAPABLE	N
ACTION CODE (A,C,D)	C

V02.10

ORGANIZATION RECORD

ACTIVITY	04523A
ORGANIZATION	064
ACTION CODE (A,C,D)	
PAY BLOCK	800
BLANKET ADVANCED LEAVE	2
T & A INPUT FREQUENCY	D
TIME CARD OPTION	N
END OF MONTH ESTIMATE	N
LABOR INDICATOR	Y
T&A SITE ID	
SITE ACT	04523A
SITE IDC	00
T&A GROUP	0901
CSR SITE ID	
SITE ACT	04523A
SITE IDC	00
CSR GROUP	0901
REMOTE DISB OFFC	

V02.20		SECURITY SITE/AUTHORIZATION UPDATE							
USER ID				SITE				ACT CD	
ZL0UCSR				04523A 00				A	
ACT	AUTH	AUTH		ACT	AUTH	AUTH		ACT	AUTH
AUTH									
CD	TYPE	NO	CD	TYPE	NO	CD	TYPE	NO	
A	T	0901	A	M	0901	A	P		



Communication

- DCPS Broadcast Message
- Remedy - Outlook Macro
- LES Remarks



Remedy Update

- Special Pay Request Template
- Donated Leave Template
- Table Update Template
- Escalation of Ticket
- Response Agreement
- Customer Expectation



Imaging

- What to Fax
- Fax Coversheet
- Receipt at the Payroll Office
- The Number
 - Toll Free 1-866-401-5849
 - Commercial 850-473-6450
 - DSN 753-6450



Release 03-04

- EFT for Federal Payments
- LES Remarks
 - Student Loans
 - TOPS
 - Debt Collection
- View Routine Debt Module



T&A Reporting

- Part-Time Employees
 - SF50 Scheduled Hours
 - DCPS Work Schedule Hours
 - Alternate Work Schedules
 - Overtime
 - Holiday Premium Pay
 - Holiday Leave



More T&A Reporting

- Shift Differential (WG)
- Night Differential (GS)
- Sunday Premium
- Invalid T&A



CSR Reports

```
V00.10 19:59:39 DCPS MAIN MENU - CUSTOMER SERVICE REPRESENTATIVE

      1. EMPLOYEE DATA MENU
      2. LEAVE MENU
      3. ON-LINE INQUIRIES MENU
      4. TABLES MAINTENANCE MENU
      5. VIEW BROADCAST MESSAGES
      6. CSR REPORTS MENU
      7. T&A MENU
      8. IN LIEU OF LEAVE AND EARNINGS STATEMENT

ENTER OPTION # OR <PF24> TO LOGOFF:
```



V98.40 20:01:09

SUBMENU - CSR REPORTS MENU

CSR SITE 04523A00

CSR GROUP ALL

ENTER SPECIFIC GROUP OR 'ALL', <PF1> TO EXIT OR <PF24> TO LOGOFF

V03.20 20:01:28

CSR REPORTS MENU

-----BIWEEKLY-----DAILY-----
1. LEAVE AVAILABILITY 14. NEW HIRE
2. CONTINUATION OF PAY AVAIL 15. EMPLOYING ACTIVITY CHANGE
3. OVERTIME/COMP TIME REVIEW 16. RESTORED LEAVE
4. OVERTIME/COMP TIME USAGE 17. ADVANCED/FAMILY LEAVE
5. COMPENSATORY TIME AGING 18. MYPAY INVALID REPORT
6. OUTSTANDING LEAVE 19. NEW ORGANIZATIONS
7. FAMILY LEAVE -----QUARTERLY-----
8. ENV HAZARD COST 20. DD/EFT NON PARTICIPATION
9. TMP SHIFT OVERRIDE (NB000) -----ANNUAL-----
10. TMP SHIFT OVERRIDE (NB010) 21. DODEA RETRO RPT (CURR)
11. TMP SHIFT OVERRIDE (NB020) 22. DODEA RETRO RPT (PRIOR)
12. NEW HIRE & SUSPENDED PAY
13. <RESERVED>

CSR GROUP ALL PRINTER ID PZSC21AC

ENTER OPTION # & REQUIRED DATA, <PF1> TO EXIT OR <PF24> TO LOGOFF:

V98.40 20:00:24 SUBMENU - CSR REPORTS MENU

CSR SITE 04523A00

CSR GROUP 0900

ENTER SPECIFIC GROUP OR 'ALL', <PF1> TO EXIT OR <PF24> TO LOGOFF

-----BIWEEKLY-----		-----DAILY-----	
1. LEAVE AVAILABILITY	11/03/03	14. NEW HIRE	
2. CONTINUATION OF PAY AVAIL	11/03/03	15. EMPLOYING ACTIVITY CH	
3. OVERTIME/COMP TIME REVIEW	11/03/03	16. RESTORED LEAVE	
4. OVERTIME/COMP TIME USAGE	11/03/03	17. ADVANCED/FAMILY LEAVE	
5. COMPENSATORY TIME AGING	11/03/03	18. MYPAY INVALID REPORT	NONE
6. OUTSTANDING LEAVE	11/03/03	19. NEW ORGANIZATIONS	NONE
7. FAMILY LEAVE	11/03/03	-----QUARTERLY-----	
8. ENV HAZARD COST	11/03/03	20. DD/EFT NON PARTICIPATION	NONE
9. TMP SHIFT OVERRIDE (NB000)	NONE	-----ANNUAL-----	
10. TMP SHIFT OVERRIDE (NB010)	11/02/03	21. DODEA RETRO RPT (CURR)	NONE
11. TMP SHIFT OVERRIDE (NB020)	11/03/03	22. DODEA RETRO RPT (PRIOR)	NONE
12. NEW HIRE & SUSPENDED PAY	NONE		
13. <RESERVED>			

CSR GROUP 0900 PRINTER ID P2SC21AC

ENTER OPTION # & REQUIRED DATA, <PF1> TO EXIT OR <PF24> TO LOGOFF:

V00.10 20:01:49

TIME AND ATTENDANCE MENU

1. TIMECARD FORMAT 1 - SEQUENTIAL
2. TIMECARD FORMAT 1 - INDIVIDUAL
3. TIMECARD FORMAT 2 - SEQUENTIAL
4. TIMECARD FORMAT 2 - INDIVIDUAL
5. WORK SCHEDULE CHANGE
6. ACCEPTED T&A INQUIRY
7. EXCESSIVE TIMECARD EXCEPTIONS
8. RETROACTIVE T&A INQUIRY
9. HISTORY (TIME) - SEQUENTIAL
10. T&A REPORTS MENU
11. VIEW BROADCAST MESSAGES
12. T&A CERTIFICATION
13. MISSING CERTIFICATION REPORT
14. CSR MENU

20:02:18

ENTER OPTION # OR <PF24> TO LOGOFF: V98.40

T&A Reports

V98.40 20:03:14

SUBMENU - T/A REPORTS MENU

T/A SITE 04523A00

T/A GROUP ALL

ENTER SPECIFIC GROUP OR 'ALL', <PF1> TO EXIT OR <PF24> TO LOGOFF

V03.20 20:03:32 T&A REPORTS MENU

-----DAILY-----		-----BIWEEKLY-----	
1. MISSING TIME		15. NON PAY BEF/AFT (NB000)	
2. PROCESSING DATE		16. NON PAY BEF/AFT (NB010)	
3. CONTROL OF HOURS		17. NON PAY BEF/AFT (NB020)	
4. INVALID TRANSACTION (SDA)		18. SCHEDULE EDIT (NB000)	
5. INVALID TRANSACTION (ND020)		19. SCHEDULE EDIT (NB010)	
-----BIWEEKLY-----		20. SCHEDULE EDIT (NB020)	
6. MISSING TIME (NB010)		21. ENV CALLBACK (NB000)	
7. MISSING TIME (NB020)		22. ENV CALLBACK (NB010)	
8. CONTROL OF HOURS (NB010)		23. ENV CALLBACK (NB020)	
9. CONTROL OF HOURS (NB020)		24. RELIGIOUS COMPTIME	
10. INVALID TRANSACTION (NB000)		25. TIMESHEETS	
11. INVALID TRANSACTION (NB010)		-----RETRO-----	
12. INVALID TRANSACTION (NB020)		26. INVALID TRANSACTION	
13. CONVERSION OF HOURS (NB000)		27. CONVERSION OF HOURS	
14. CONVERSION OF HOURS (NB010)		28. NON PAY BEF/AFT	
15. CONVERSION OF HOURS (NB020)		29. SCHEDULE EDIT	
		30. ENV CALLBACK	

TA GROUP ALL PRINTER ID PZSC21AC

ENTER OPTION # & REQUIRED DATA, <PF1> TO EXIT OR <PF24> TO LOGOFF:

SUBMENU - T/A REPORTS MENU

T/A SITE 04523A00

T/A GROUP 0900

ENTER SPECIFIC GROUP OR 'ALL', <PF1> TO EXIT OR <PF24> TO LOGOFF

```

V03.20  20:02:53          T&A REPORTS MENU
-----DAILY-----          -----BIWEEKLY-----
1. MISSING TIME                                15. NON PAY BEF/AFT (NB000) NONE
   PROCESSING DATE                            16. NON PAY BEF/AFT (NB010)10/19/03
2. CONTROL OF HOURS                          17. NON PAY BEF/AFT (NB020)10/20/03
   PROCESSING DATE                            18. SCHEDULE EDIT (NB000) NONE
3. INVALID TRANSACTION (SDA 11/11/03) 19. SCHEDULE EDIT (NB010) NONE
4. INVALID TRANSACTION (ND020) 11/13/03 20. SCHEDULE EDIT (NB020)NONE
-----BIWEEKLY-----          21. ENV CALLBACK (NB000) NONE
5. MISSING TIME (NB010)11/02/03 22. ENV CALLBACK (NB010) NONE
6. MISSING TIME (NB020)11/03/03 23. ENV CALLBACK (NB020) NONE
7. CONTROL OF HOURS (NB010)11/02/03 24 RELIGIOUS COMPTIME 11/03/03
8. CONTROL OF HOURS (NB020)11/03/03 25. TIMESHEETS
9. INVALID TRANSACTION (NB000)NONE          -----RETRO-----
10. INVALID TRANSACTION (NB010)11/02/03 26 INVALID TRANSACTION 10/24/03
11. INVALID TRANSACTION (NB020)NONE 27. CONVERSION OF HOURS 11/13/03
12. CONVERSION OF HOURS (NB000)NONE 28 NOW PAY BEF/AFT 10/24/03
13. CONVERSION OF HOURS (NB010)11/02/03 29 SCHEDULE EDIT NONE
14. CONVERSION OF HOURS (NB020)11/03/03 30 ENV CALLBACK NONE
TA GROUP 0900 PRINTER ID PZSC21AC
ENTER OPTION # & REQUIRED DATA, <PF1> TO EXIT OR <PF24> TO LOGOFF:

```



DFAS

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